

Role description – Secretary

Category: Recruitment

1. Document purpose

To outline the role and responsibilities of a Secretary, sometimes referred to as a Business Secretary.

1. Role summary

- To be the main point of contact for the committee
- To work closely with the Chair to ensure the smooth running of the board of Trustees (the committee).
- To provide administrative and organizational support to the committee.
- To take overall responsibility for the day-to-day administration of the u3a.
- To deal with all correspondence and the circulation of information.
- To ensure meetings are effectively organised and minuted.
- To maintain effective records.
- To act as an information and reference point for all members of the committee on procedural matters relating to the operation of the committee and on good governance.

3. Main responsibilities

- Please note, the specific tasks listed below are in addition to the statutory requirements and responsibilities of trustees of charitable organisations in the UK as laid down by the relevant regulatory bodies. Ensure you meet the objectives of our u3a by following our constitution and the law in ensuring effective governance, and act in line with the [u3a Trustee Code of Conduct](#)

1.1. Organisation of committee meetings

- To arrange a schedule of committee meeting dates for the year in agreement with the committee.
- To book venues for committee meetings, AGMs and any other business meetings.

- To liaise with the Chair to compile committee meeting agendas and agree supporting paperwork and to circulate with the draft minutes in good time.
- To receive agenda items from committee members.
- To monitor the progress of decisions and agreed actions from the previous meeting/meetings
- To ensure a quorum is present at each committee meeting and at the AGM.
- To ensure the minutes of the previous committee meeting are approved.
- To take minutes at committee meetings (ensuring that decisions and actions are recorded) and the AGM, type them up and circulate to the Chair and Trustees (preferably within 7 days of the meeting)
- To ensure any queries/comments/complaints from members are considered by the committee.
- To produce the AGM agenda and supporting paperwork in consultation with the committee for circulation to the members.
- To receive powerpoint slides if appropriate from Chair, Treasurer etc for the AGM and to add them to a master powerpoint presentation if applicable.
- To help to organise the AGM, checking the meeting is quorate before commencing and that all stipulated procedures are adhered to.

1.2. General administration

- To stay up to date with information, policy and procedural changes and legislative requirements as advised by u3a Head Office.
- To liaise with trustees to complete and return administrative documents from u3a Office and from the charity regulatory authorities, if applicable.
- To notify u3a Head Office and Charity Commission of all relevant changes on the committee.
- To maintain a file of Incident/Accident Reports and of Risk Assessments.
- To be responsible for ordering stationery, promotional materials and merchandise from u3a Office.
- To contact u3a Head Office with insurance queries or potential claims.
- To organise, if required, maintenance or testing of u3a equipment and to maintain and update the Portable Appliance Test Log.
- Make sure the Third Age Trust (u3a Office) is kept up to date with any change in committee members by updating the [Contact details portal](#)

1.3. Correspondence

- To respond to incoming emails and correspondence, consulting with the committee where necessary.

1.4. Maintenance of records

- To act as the custodian of the u3a's constitution and the relevant policies and procedures.
- To develop an efficient and secure system for storing and archiving u3a information and for shedding/destroying sensitive records as per the Data Retention Policy
- To maintain an archive of important documents in secure storage e.g. AGM minutes, annual reports, past committee meeting minutes, the Register of Business Interests, Trustee Dates of Service, Policy Schedule, Accident Reports – as agreed.

1.5. Dissemination of information

- To receive mailings from the u3a Office and to communicate the information to the members of the committee and u3a members as appropriate, using all available means.
- To maintain a calendar showing trustees' holidays and unavailability for committee meetings.
- To make approved committee meeting minutes available to any u3a member who requests them and/or make them available via the u3a website if agreed.

1.6. On completion of term of service

- To carry out a comprehensive handover to the new Secretary.

Skills & Attributes:

- Good organisation skills; methodical approach with strong attention to detail and accuracy
- Expert at keeping track of dates, bookings and policy documents
- A team player who enjoys working with others
- Comfortable being an assertive communicator

Support for the role:

- Help from experienced and current Committee members
- Trustee induction with our u3a
- Handover and support from the outgoing Secretary, where possible
- Information, advice and workshops are available from the Third Age Trust, via the [u3a website](http://u3a.org.uk) or by email, info@u3a.org.uk
- Networking opportunities with [local u3a networks](#), region/nation support teams and [Council Representatives](#).

u3a	Doc u3a KMS-DOC-065– Role description - Secretary		The Third Age Trust
	Version	Description of changes	Date
	2.0	Updated formatting, removal of reference to PSVL (no longer offered)	18/11/2021
	2.1	Updated for job description review across the committee – see 28.01.26 committee minutes	Feb 2026
	2.2	Updated to compare to new templates from national u3a, with these additions:: • To be the main point of contact for the committee • Make sure the Third Age Trust (u3a Office) is kept up to date with any change in committee members by updating the Contact details portal • Responsible for u3a equipment portable appliance testing and the renewals of u3a registration dates.	May 2026